



Personnel and Administrative Policy and Procedure

SUBJECT: INTERNET USAGE	EFFECTIVE DATE: JUNE 1, 2006 REVIEWED: REVISED: December 2012
CATEGORY: 500 POLICY NUMBER: 500.2	CROSS REFERENCE:

Purpose: To outline appropriate use of the Internet by City employees. It is the City of Milwaukie's policy to encourage effective and efficient use of all City equipment for completion of City business. This includes use of the Internet for City employees: to provide information to City residents, businesses and other governmental agencies; to search for information and for information exchange.

Definitions:

User: All persons accessing the Internet via the City's Internet Service Provider, whether authorized or not, including employees, volunteers, City Council and contractors.

Internet : aka "The Net" is the interconnected system of networks that connects computers around the world via TCP/IP (Transmission Control Protocol/Internet Protocol). The two most common elements of the Internet are electronic mail and the world wide web.

Sensitive Information: Personal, confidential, or protected information whose release is unauthorized.

Offensive Material: Includes, but is not limited to, pornography and material which could be considered to constitute illegal harassment and/or discrimination.

Downloading - Moving a computer file from a remote computer to the local computer (e.g. server, website host machine, ftp server, etc.)

Uploading - Moving a computer file from the local computer to a remote computer.

Scope: All Users

Guidelines: Access to the Internet is provided to users to assist in the performance of their work.

Policy

1. Usage:

1.1. Internet access is restricted to authorized personnel.

1.2. Users will keep personal log-ons and passwords confidential and change passwords on a regular basis as instructed by the Information Systems and Technology (IST) Department's procedures. Failure to adhere to this policy jeopardizes network security and puts users at risk of potential misuse of the system by other individuals. Network users will be held responsible for all actions taken using their personal network access permissions.

1.3. Users must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data.

1.4. Users are allowed to use the Internet for limited personal activity pursuant to the rules outlined in this policy. Personal use should be limited to brief and infrequent periods much like one would use the work phone for personal use. At no time should personal use of the computer interfere with conducting City business. Users should refrain from personal Internet usage on City computers with screens viewable by the public. Users should either move to a non-public viewable computer or purchase a privacy screen to reduce scrutiny of personal work on company time.

2. Prohibited Usage:

- 2.1. *Non-Business Related Activity* - Internet usage must be able to survive public scrutiny and/or disclosure. The Internet is provided as a tool for business purposes. Users will not access sites that evoke public scrutiny and disrepute or carry offensive material, such as pornographic or items which could be construed as harassment or discrimination related. However, employees having work related business may access these sites in order to perform job-related duties. Employees have no right of ownership or expectation of personal privacy using City equipment for Internet activities. It is possible to monitor Internet usage, and the City reserves the right to inspect any and all network traffic and files stored on City resources. The City reserves the right, without notice, to limit or restrict any employee's Internet usage.
- 2.2. *Misinformation/Confidential Information* - The release of untrue, distorted or sensitive information regarding City business is prohibited. Please check with the IST Department for options before sending or receiving any City sensitive data.
- 2.3. *Online chat and news services* - Use of Internet Chat Channels/Rooms is prohibited with the exception of employees who for work related business need to research, obtain or exchange professional and technical information. Internet forums such as newsgroups or net servers may be used only to conduct work related business or to exchange technical or analytical information.
- 2.4. *Aliases* - Users will not attempt to obscure the origin of any message or download material under an assumed Internet address. Also, the misrepresentation of an employee's job title, job description, or position in the City is prohibited.
- 2.5. *Downloading* - Users will not download, copy, or install programs from the Internet to the City network or computers. Users will also not download or upload any audio, video or data files of a personal nature from or to the Internet.
- 2.6. *Streaming Media* - Users will not invoke streaming media programs from the Internet for personal use. Media transmissions over the Internet are permitted for business use only.
- 2.7. *Harassment* - The use of the Internet to harass and/or discriminate against employees, vendors, customers, and others is prohibited.
- 2.8. *Political* - The use of the Internet for political purposes is prohibited.
- 2.9. *Commercial* - The use of the Internet for commercial purposes is prohibited.

3. Monitoring and Enforcement

- 3.1. Managers must ensure that all users sign an Internet Usage Agreement.
- 3.2. The Information Systems and Technology Department monitors the use of City networks and may monitor selected network traffic. No employee should have any expectation of privacy as to his/her Internet usage. Information Systems Technology, City Department Managers, and the Human Resources Director may review Internet activity and analyze usage patterns.
- 3.3. Alleged inappropriate use of the Internet will be reviewed by the user's Manager and Human Resources Director on a case-by-case basis and may lead to disciplinary action up to and including dismissal or cancellation of contract.

Responsibilities

Users:

- Ensure that their use of Internet access is appropriate and consistent with ethical conduct under this policy.

Managers:

- In coordination with the Human Resources Director, take disciplinary action when this policy is violated.

Human Resources Department

- Ensure that all employees who have Internet access have signed an Internet Usage Agreement and that it is submitted to the Human Resources Department for placement in the employee's personnel file.

Information Systems and Technology Director:

- Monitoring selected sites and network traffic.